

City of Independence

Job Description Building Official

Classification Class 16

FLSA Exempt

INDEPENDENCE
Oregon's Story Begins Here



GENERAL JOB DESCRIPTION

Under the general supervision of the city manager, this position performs a variety of routine and complex technical work in building inspection, plan review, and counter services to ensure that the State Building Codes and standards are met.

Supervision

This position does not have supervisory responsibilities and does not exercise direct or indirect supervision over City employees.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

- Administers and enforces applicable building, structural, mechanical, plumbing, residential, accessibility, and life-safety codes, regulations, and ordinances.
- Reviews plans, specifications, permit applications, and related documentation and conducts inspections to determine compliance with applicable codes, standards, and approved plans.
- Issues permits, approvals, correction notices, stop-work orders, certificates of occupancy, and other regulatory determinations as authorized.
- Investigates complaints, code violations, unsafe structures, and construction-related concerns and implements appropriate corrective or enforcement actions.
- Provides technical assistance, code interpretations, and regulatory guidance to contractors, developers, property owners, design professionals, City staff, and the public.
- Maintains inspection, permitting, enforcement, and related records and prepares reports, correspondence, notices, and other documentation.
- Coordinates activities and code interpretations with City departments, governmental agencies, legal counsel, and community stakeholders.
- Represents the City in meetings, hearings, administrative proceedings, and legal actions related to building code administration and enforcement.
- Maintains required certifications and complies with applicable City policies, procedures, and safety requirements.
- Performs related duties as assigned.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; inspect residential, commercial, industrial, and institutional construction sites; traverse uneven terrain; climb ladders, stairs, and temporary access points; operate a motor vehicle; and attend meetings. Vision sufficient to read printed materials, plans, specifications, and computer screens and to conduct inspections is required. Hearing and speech sufficient to communicate effectively in person, electronically, and by telephone are required. Employees may occasionally bend, stoop, kneel, reach, push, pull, lift, and carry materials weighing up to 40 pounds.

Safety

Employees are responsible for complying with all City and departmental safety policies, procedures, and practices and for performing work in a safe manner.

Work Environment / Working Conditions

Work is performed in both office and field environments. Field work may involve exposure to construction site hazards, loud noise, vibration, dust, weather extremes, traffic hazards, mechanical equipment, electrical systems, chemicals, and other conditions associated with building inspection and code enforcement activities. Employees may occasionally interact with individuals who are upset or in disagreement with regulatory decisions.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or GED equivalent and five (5) years of progressively responsible experience in building inspection, construction management, plan review, code administration, code enforcement, or a closely related field; or any equivalent combination of education, training, certifications, and experience that demonstrates the knowledge, skills, and abilities necessary to perform the essential functions of the position.

Licenses, Certifications & Other Requirements

- Possession of, or ability to obtain, a valid Driver's License by time of appointment.
- Oregon Inspector Certification (OIC)
- A- Level Plans Examiner (Desired)
- Fire and Life Safety Plans Examiner (Desired)
- A- Level Plumbing Inspector (Desired)
- Residential Plumbing Inspector (Desired)

- A- Level Mechanical Inspector
- A- Level Structural Inspector
- Residential Structural Inspector
- Residential Mechanical Inspector
- Residential Plans Examiner
- Or equivalent certification issued by the International Code Council.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Building construction methods, materials, inspection practices, and safety standards.
- Applicable building, mechanical, plumbing, structural, residential, accessibility, and life-safety codes and regulations.
- Principles of plan review, permitting, code enforcement, and regulatory compliance.
- Recordkeeping, report preparation, and standard business software applications.
- Must have a thorough and complete working knowledge of Microsoft Office suite.

Skill & Ability

- Interpret, apply, and enforce applicable laws, regulations, codes, and policies.
- Conduct inspections, investigations, and enforcement activities and prepare related documentation.
- Exercise sound judgment and make independent decisions within established authority.
- Communicate effectively, both orally and in writing, with diverse audiences.
- Establish and maintain effective working relationships with employees, contractors, governmental agencies, and the public.
- Maintain accurate records and perform calculations necessary to complete assigned duties.

DISTINGUISHING CHARACTERISTICS

The Building Official is a management-level professional classification responsible for administering and enforcing building codes and related regulations within the City. The position exercises substantial independent judgment in code interpretation, permitting, inspections, and enforcement activities and differs from inspector-level classifications through its broader authority and responsibility for code administration.

I have read and understand the tasks required to perform this job as outlined above.

_____ Signature _____ Date

The City of Independence is an Equal Opportunity Employer.